



STATE OF CALIFORNIA
OPEN EXAMINATION FOR

SUPPORT SERVICES ASSISTANT (INTERPRETER)

"An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation."

EXAMINATION BASE	DEPARTMENTAL OPEN FOR: DEPARTMENT OF REHABILITATION								
WHO SHOULD APPLY	Applicants who meet the Requirements for Admittance to the Examination as stated below. Applications will not be accepted on a promotional basis.								
HOW TO APPLY	<p>Applications (Form 678) are available and may be filed in person or by mail with:</p> <p style="text-align: center;">DEPARTMENT OF REHABILITATION Selection Services Unit 721 Capitol Mall Sacramento, CA 95814 Attn: Victoria Medina-Perez</p> <p>Applications are available at California Department of Human Resources, (CALHR), at www.jobs.ca.gov, the local offices of the Employment Development Department, and the Department of Rehabilitation's website site at www.dor.ca.gov.</p> <p>DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES, (CALHR).</p>								
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Item # 2 of the "Application for Examination." You will be contacted to make specific arrangements.								
APPLICATION DEADLINE/ REQUIREMENTS	<p>Applications are accepted on a continuous basis and will be retained for twelve (12) months. After this period, applicants should re-submit an updated application.</p> <p>NOTE: All applicants must meet the education and/or experience requirements for this examination at the time of filing.</p>								
TESTING DATE/PERIOD	<p>Test dates are determined by the Department and can be set at any time as needs warrant. Applicants will be notified by mail when test dates are set.</p> <p>The Testing Periods for this examination are: January 1 - June 30 and July 1 - December 31. A candidate may be tested ONCE during any testing period.</p>								
HAM SALARY RANGE(S) & PER HOUR EQUIVALENT	<p style="text-align: center;"><u>EFFECTIVE 8/31/00 ALL STATE AGENCIES HAVE BEEN AUTHORIZED TO HIRE-ABOVE-MINIMUM</u></p> <table><tr><td style="text-align: center;"><u>RANGE A</u></td><td style="text-align: center;"><u>RANGE B</u></td><td style="text-align: center;"><u>RANGE C</u></td></tr><tr><td style="text-align: center;">*\$3785.00 <u>or</u> \$21.84/HOUR</td><td style="text-align: center;">*\$3950.00 <u>or</u> \$22.79/HOUR</td><td style="text-align: center;">*\$4321.00 <u>or</u> \$24.93/HOUR</td></tr></table>			<u>RANGE A</u>	<u>RANGE B</u>	<u>RANGE C</u>	*\$3785.00 <u>or</u> \$21.84/HOUR	*\$3950.00 <u>or</u> \$22.79/HOUR	*\$4321.00 <u>or</u> \$24.93/HOUR
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REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>SPECIAL REQUIREMENT: Proficiency in facilitating communication between hearing impaired and hearing persons individually and/or in large groups using American Sign Language and spoken language.</p> <p style="text-align: center;"><u>AND</u></p> <p>EXPERIENCE: Equivalent to six months' experience providing interpreting services to hearing impaired persons.</p> <p style="text-align: center;"><u>OR</u></p> <p>CERTIFICATE: Possession of at least one valid certificate issued by the Registry of Interpreters for the Deaf.</p> <p><u>NOTE:</u> Applicants must include their certificate #, title and expiration date in Item #14 of the application.</p> <p>SPECIAL PERSONAL CHARACTERISTICS: Neatness; willingness to follow directions; sensitivity to the communication process between hearing impaired and hearing persons and the needs of the persons involved in that process; and ability to maintain confidentiality. Some positions may require driving. For those positions, possession of a valid California Driver License will be required. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment</p>								

EXAMINATION PLAN	<p>This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p style="text-align: center;">Qualifications Appraisal - Weighted 100.00%</p> <p>Scope: Candidates will be required to demonstrate their ability to perform the items listed below.</p> <p>A. Ability to:</p> <ol style="list-style-type: none">1. Demonstrate sensitivity to the communication process;2. Demonstrate proficiency in facilitating communication between hearing impaired and hearing persons;3. Interpret voiced communication into Signed English (Siglish, M.C.E.);4. Read manual Signed English (Siglish, M.C.E.) and voice into proper English;5. Interpret voiced communication into American Sign Language (ASL) and voice into proper English. <p>In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>B. Knowledge of:</p> <ol style="list-style-type: none">1. The concerns and needs of hearing impaired persons.2. Professional ethics of interpreting. <p>C. Ability to:</p> <ol style="list-style-type: none">1. Relate well to individuals, representatives or other State agencies and communities.
ELIGIBLE LIST INFORMATION	Names of successful competitors are merged on to the list in order of final scores regardless of date. Eligibility expires 48 months after it is established.
POSITION DESCRIPTION	<p>A Support Services Assistant (Interpreter), under direct supervision, facilitates communication between individuals with hearing impairments and hearing persons; serves as interpreter; accompanies staff members to places of business where services are otherwise unavailable; performs interpreting services individually or in group settings, including hearings, for an audience, at an assembly or meeting or for consumers who are State employees; may perform other services unique to hearing impaired persons and other job-related services as required.</p> <p>Positions exist in various locations throughout the state.</p>
ELIGIBLE LIST INFORMATION	The majority of Support Services Assistant (Interpreter) positions in the Department of Rehabilitation are " Permanent Intermittent " (less than full time - up to a maximum of 1500 hours per year). Although the number of full time positions are extremely limited, it may be possible to obtain a Permanent Full Time appointment to the class of Support Services Assistant (Interpreter) from the eligible list. During the examination process, applicants will be given the opportunity to select the type of employment, including the location(s) for which he/she may consider any future employment offer.
VETERANS' POINTS	Veterans' preference points will be granted in this examination.
HOW TO APPLY FOR VETERANS' POINTS	The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov

GENERAL INFORMATION

To learn more about the Department of Rehabilitation, (e.g., how to prepare for civil service examinations, information regarding Americans with Disabilities Act, the Limited Examination Appointment Program (LEAP), log on to our website at www.dor.ca.gov

It is the candidate's responsibility to contact the Department of Rehabilitation's Examination Unit in Sacramento at (916) 558-5545 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the classification

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

SUPPORT SERVICES ASSISTANT (INTERPRETER)
XH80 - 9820

REVISION DATE: SEPTEMBER 10, 2014
FINAL FILING DATE: CONTINUOUS FILING

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.
California Relay (Telephone) Service for the Deaf or Hearing-impaired:

ONLY INDIVIDUALS AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

DEPARTMENT OF REHABILITATION
SELECTION SERVICES UNIT
721 CAPITOL MALL
SACRAMENTO, CA 95814
TEL. NO. (916) 558-5545
TTY: 711 (NATIONAL RELAY SERVICE)

THIS CANCELS & SUPERSEDES THE EXAMINATION BULLETIN WITH A REVISION DATE OF 10/01/07.